

Budget Workshop Minutes
Tuesday, October 22, 2013 @ 5:00 PM
Southwest Harbor Town Office

I. Call to Order/Roll Call: The meeting was called to order at 5:00 p.m. Present: Chairman Ralph Dunbar, Jr., Tom Benson, George Jellison, Dan Norwood, David Mincton and Town Manager Donald Lagrange.

II. Department Discussion included Administration, Assessing/Planning, Contracted and General Assistance, Community Services and non-profits, Highway, police, dispatch, fire and harbor.

Town Manager Lagrange questioned disbursing funds to non-profits prior to receiving tax revenues in September and Chairman Dunbar questioned the legal issue of voter approved warrants if effective on July 1. A request for legal opinion on the matter was suggested by the Chairman. While discussing administration budget, the question was whether to put out an RFP for auditing but the consensus of the Board was they were satisfied with Wadman Associates as the town auditors.

Selectman Norwood suggested a dress code may be appropriate due to some comments made by the public. The Town Manager will correct the issue. The Board advised to place assessing out to bid with a RFP. A three year contract should be allowed to provide more consistency in the process at a set price. Regarding the non-profits, the Board would like to hold the line with last years request and not allow any new non-profits. The suggestion that the cemetery would receive \$2,500 is half of last year's request due to that request being made for prior two years.

Check with Bangor Hydro regarding the change-over from the current street lights to LED types and inquire Police Department to do an inventory check.

It was agreed to initiate a reserve for General Assistance in anticipation of State withdrawal from the program to provide matching funds.

Debt Service could be reduced by paying off the fire truck based on available reserves as may be determined by audit. If not in this budget year, then the fire truck could be paid off in the next budget. We need to give consideration to the construction of public bathrooms coming out of reserves as well. The Chairman suggested the Town maintain a 19% reserve. The remaining debt service is controlled by the bond market and cannot be prepaid.

The Town Manager suggested to improve the Highway department efficiency by next June or consider to sub-out certain functions to create the efficiencies. The Manager will initiate an analysis for cost comparison into the FY15-16 budget.

Mr. Jellison suggested looking at alternatives for dispatch and police and eliminate non-essential scheduling. The Chairman suggested 24/7 coverage be considered by the League of Towns for the non-essential times. 20-25% of the budget is being spent on police and dispatch. We need to look into options considering many towns reducing or eliminating police departments. Collaboration with League of Towns is important. The Board feels a workshop between the Police Chief and Town Manager should be scheduled to find alternatives. A budget reduction of \$75,000 - \$100,000 is suggested.

Harbor Master will present a mooring plan at the Nov 12 meeting. Need focus on the Harbor to generate areas of opportunity. Need to look at the inner pilings on the Manset pier. The lobster truck issue needs to be addressed due to its continuous use. The cross sections need replacement according to Selectmen Mincton.

It was moved by Dan Norwood, second by Tom Benson to adjourn Budget Workshop, voted 5/0.

Selectmen Meeting Minutes
Tuesday, October 22, 2013 at 6:00 PM
Southwest Harbor Town Office

I. Call to Order/Roll Call: The meeting was called to order at 5:00 p.m. Present: Chairman Ralph Dunbar, Jr., Tom Benson, George Jellison, Dan Norwood, David Mincton and Town Manager Donald Lagrange

II. Visitors to be heard not on the agenda:
None

III. Approval of Minutes:
A Motion by Norwood and Seconded by Jellison to approve the BOS Meeting Minutes of October 8, 2013 as written. Vote 5/0.

IV. Manager's Report:
Quarterly newsletter is ok to go. Goal in the finance office is to chase grants and create in house financial statements. Community Development Block Grant info sent to Tremont Carl Young for potential grants to cure their water problems. The state valuation of 583,000,000 for Southwest Harbor is \$80,000,000 less than last year. New flood plain maps were reviewed at a FEMA meeting in Ellsworth this Monday. The program is more finite and provides specific info regarding affected properties. The League of Town managers met Tuesday, October 22 and discussed the RCC with Commissioner Blasi. Ortho Imagery was again discussed with the Managers suggesting to Commissioner Blasi the county should adopt the plan. It was also discussed about expanding the number of commissioners. The next meeting will be November 26 in Mt Desert. Sequestration is causing an increase in our bond payments with reductions in federal subsidy payments by 7.2%. First union contract meeting to be October 29 @ 10:30. The State DOT is planning an overlay from Route 3 in Somesville to Fernald Point Road in 2014.

V. Old Business
a. Main Street Construction
Waiting time in traffic from south to north approximately 7 minutes, but from north to south, up to 17 minutes waits. Water services being completed. Benson suggested an asphalt base coat be done from Seal Cove to sewer pump station. Contractors requested placing water lines in the spring weeks in advance and not be charged construction time. Jellison wondered about the sign in Bar Harbor to encourage Tremont residents to utilize Pretty Marsh. It should not deter business activity in SWH. Benson questioned anything that can be done in the winter. Manager will discuss with Olver Engineering. A change order will be coming through for approximately \$6,500 for contaminated soil being removed to Juniper Ridge. Legal monies should not be used to chase persons at fault. Seal Cove traffic controls still an issue.

VI. New Business:
a. Beatty has given her resignation two weeks ago after working here for 36 years and a social hour should be set up, however, Beatty is stubborn to participate. Selectmen should give consideration. They also suggested the Manager to develop a form a recognition.
b. A motion by Norwood, second by Mincton to approve liquor license permit application for Jay Dubs. Voted 5/0. Motion by Benson, second by Mincton to accept and approve the amusement entertainment license, voted 5/0.

c. A presentation was made by Terry Kelley regarding the public housing program in Southwest Harbor located off Community Drive and Village Green Way and at Norwood Cove. He requested if assistance could be developed for plowing, sand & salt and cable. Manager Lagrange will review these areas but indicated the new cable contract is nearly complete.

d. A motion by Norwood, second by Mincton to affirm the Manager's clerk appointment of Marilyn Lowell, to fill the vacancy left by Beatty Grinnell. Voted 5/0

e. A motion by Norwood, second by Benson to appoint Tabbetha Newenham as acting agent for the Bureau of Motor Vehicles until such time Nelia Lake is qualified to assume the position.

f. Shellfish Chairman Colquhoun recommended to keep current shellfish ordinance in place without any further modification due to State refusal to accept changes. Motion by Jellison, second by Mincton to accept recommendation. Voted 5/0.

g. Motion by Jellison, second by Norwood to notify County Commissioners not to include RCC/PSAP as taxable budget item. Voted 5/0

h. Motion by Jellison, second by Benson to send a letter of support for the Acadia Corporation running the concessions in Acadia Park to the Maine delegation in Washington. Voted, 5/0

i. Motion by Norwood, second by Benson to require the Hancock County to fund the Ortho Imagery program. Voted 5/0

j. A motion by Benson, second by Norwood to adopt two votes as drafted to approve the issuance of bonds to the Maine Municipal Bond Bank through the Clean Water State Revolving Fund Program and the Drinking Water State Revolving Fund Program, as set forth. Voted 5/0.

k. Motion by Norwood, second by Benson for the commitment of water user rates in the amount of \$172,111.33. Voted 5/0

l. Motion by Jellison, second by Benson for the commitment of sewer user rates in the amount of \$151,833.39. Voted 5/0

VII. Other Business:

Chairman Dunbar inquired about a response from Chamber of Commerce regarding their participation in the construction of bathrooms at the Village Park. Manager Lagrange indicated to new feed back to report at this time.

The issue of fireworks and special events should be included on the November 12 agenda.

VIII. Motion by Mincton, second by Benson to accept & sign warrants: General Fund Warrants, **FY13-14, 50, 53, 55**; Water **FY2013, 20**; Sewer **FY13-14, 54**; School **FY13-14, 51,52**; Special Projects **FY13/14, 56, 57, 58**; **Voted 5/0**

IX. Next meeting date: November 12, 2013

XII. Executive Session, 1 M.R.S.A. § 405 (6) (A) Personnel Issues

Motion by Mincton, second by Benson to enter into executive session at 7:35 PM.
Voted 5/0.

Motion by Benson, second by Mincton to adjourn executive session at 7:40 PM,
voted 5/0

XIII. Motion by Norwood, second by Benson to support Manager decision to eliminate the Public Works Director position to be replaced by the existing Road Commissioner which is a function of the Town manager. Voted 5/0.

X. Adjourn Selectmen Meeting: Motion by Mincton, seconded by Benson to adjourn meeting at 7:45 PM . Voted 5/0/0.